

QUICK INSTRUCTIONS FOR COMPLETING EPA FORM 8700-12 (Revised 11/2009)

This is for Facilities in Virginia only.

Please note that a copy of the "RCRA Subtitle C Site Identification Form" (also known as the "Notification of Regulated Waste Activity" form) can be found on the Internet at: <http://www.epa.gov/epawaste/inforesources/data/form8700/forms.htm>. This site also provides guidance and full detailed instructions for completing the form. Please ensure that you are submitting the latest revision of the form.

- 1.** Place an "x" in the first box if you are applying for a new permanent or provisional EPA identification number. If you have filed a previous notification for this site, place an "x" in the second box. If any of the third through fifth boxes applies to your site, please contact the DEQ at 804-698-4218.
- 2.** Complete this section only if you checked the second box in item 1.
- 3.** Enter the legal name of the site where the waste is being generated.
- 4.** Please note that the address you provide for the site location **must be a physical street address**, not a post office box or route number. Please include the zip code and city and/or county name.
- 5.** Please place an "x" in the box for the land type that best describes the current legal status of the land on which the site is located. Select only one type.
- 6.** You can search NAICS codes on the NAICS Association's web site at: <http://www.census.gov/eos/www/naics/>
- 7.** Enter the mailing address of the site if it is different from that entered for item 4. If it is the same, write "SAME".
- 8.** Enter the name, title, mailing address, business telephone number and email address of the person who should be contacted regarding information submitted on this form.
- 9A.** Enter the name of the current site owner and the date they became the owner. Place an "x" in the box that best describes the type of the current owner of the site. Enter the legal owner's address.
- 9B.** Enter the name of the operator and the date they became the operator. This is usually a company or business name rather than the plant or site manager. Place an "x" in the box that best describes the type of the current operator of the site.
- 10A.** Place an "x" in the appropriate "Y" or "N" box (es) to indicate which hazardous waste activities are being conducted at this site. Please note that for most provisional EPA identification number requests, you will select from "1. Generator" only. Any questions, please refer to the Internet site noted at the top of these instructions, or contact the DEQ Regional Office. You must check "Y" or "N" on each item.
- 10B/C.** Place an "x" in the appropriate "Y" or "N" box(es) for any of the applicable universal waste and/or used oil activities taking place at this site. Any questions, please refer to the Internet site noted at the top of these instructions, or contact the DEQ Regional Office. You must check "Y" or "N" on each item.
- 10D.** Complete this Section if it is applicable to your facility, Note: this is primarily for Academic Laboratories. If there are any questions, please contact your Regional Office of the VADEQ.

11. Reference the federal regulations at 40 CFR Part 261, or consult your transporter or environmental consultant, to determine what waste codes are applicable for wastes generated at the site. The appendices to the guidance document and instructions referenced on the website link above provide examples of waste codes commonly generated by small quantity generators/businesses. Virginia does not have any state-specific waste codes.

12. Virginia has not adopted these regulations at this time so this Section and the Addendum to the Site Identification Form: Notification of hazardous Secondary Material Activity does not have to be completed.

13. If you are applying for a Provisional ID number please indicate that in this space and provide a valid e-mail address to which DEQ can issue your Provisional ID number. This item may also be used for indicating additional site owners or operators, or any other information you believe helpful to DEQ in issuing the EPA identification number.

14. The certification must be signed by the owner(s), operator(s), or authorized representative(s) of the site. The signer(s) should read and understand the certification. An “authorized representative” is a person responsible for the overall operation of the site (e.g., a plant manager or superintendent, or a person of equal responsibility). All forms must include this signed certification to be complete.

Please note that if the form is incomplete in any way, you will either receive a phone call from DEQ staff, or the form will be returned to you with the areas marked that need to be completed. Any questions, please refer to EPA's Internet website noted at the top of these instructions, or contact the DEQ Regional Office.

Provisional EPA identification numbers: Please scan and email the completed form to the DEQ Regional Office or if email is not available, fax. You will be e-mailed your Provisional EPA Identification Number once DEQ determines your form is complete. Mail the originally signed copy of the EPA Form 8700-12 to the DEQ Regional Office. If not time critical, you may also mail your request to the same address without faxing, or hand deliver. Call the DEQ Regional Office if you have any questions or problems.

Permanent EPA identification numbers and subsequent notifications: The process for issuing a permanent EPA identification number takes about seven to ten days. The contact person identified on the form will receive an acknowledgement from DEQ indicating either the new EPA identification number or the changes requested in the subsequent notice. Please forward the completed form to the DEQ Regional Office at the address above. **For permanent EPA identification numbers only, you may also send the completed form directly to DEQ's Central Office.**

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For Federal Express, UPS, you may use the street address